

1. Objective

To publicize the strategy of the learning process in Grupo Éxito, the conditions under which this process is developed and its impact on all the Company's employees.

2. Scope

This learning policy is of a corporate nature and therefore applies to all businesses and brands of Almacenes Éxito S.A.

3. Declaration

The purpose of the Learning process is to enable the adoption of the organizational strategy through the creation of learning experiences, which allow us to achieve results, enhance performance and evolve the capabilities of our people. This purpose is achieved through the implementation of a tool called the Organizational Learning Unit (UAO), which offers as a value proposition for the Company:

- Materialize the strategy and its evolution through people.
- Accompany the development of capabilities and organizational transformation.
- Capitalize on internal knowledge, with the identification of internal facilitators and experts.
- Generate knowledge that is applicable.
- Deliver flexible and timely learning solutions to organizational changes.
- Promote necessary learning experiences adapted to the role.
- Access a training offer that allows you to apply what you have learned and as a consequence improve your performance.
- Access expert knowledge (internal/external).
- Boost your growth through the development of skills and knowledge.

Additionally, it contemplates the following value offer for employees:

- The Learning process in the Company includes all the training actions that employees must carry out to achieve their alignment with the organizational culture, comprehensive knowledge of the Company and the optimal performance of their role. To this end, Learning Routes have been created, which integrate the

training content that each employee must access according to the role they play. The programs contemplated by the Learning Route are mandatory, as they guarantee that the employee obtains the knowledge and skills required for the performance of their role, in addition to the programs that Colombian law requires for some roles, with a view to the protection of the employee and compliance with the rules. thus avoiding sanctions for the Organization.

- There is also a catalog of virtual programs under the consultation modality, which is available to all employees and whose purpose is to acquire knowledge of different subject areas permanently available throughout the Company and where each employee and/or leader defines, according to the identified knowledge gaps or interests in expanding additional knowledge, what programs to carry out.
- Within the training offer that is delivered in the Learning process there are different types of programs, such as:
 - **Virtual:** programs that each employee can carry out autonomously, since they are hosted on the platform and are assigned according to the role played by each person within the Company. Some programs of this modality have a defined expiration date, which indicates the maximum period in days that people will have to complete the program.
 - **Virtual knowledge validation:** refers to virtual programs that require periodic retraining and where the law allows that after having completed a program for the first time, on the following occasions the collaborator demonstrates having the required knowledge by taking a knowledge test and thus achieves homologation of the assigned program. This type of program has a limited number of attempts to perform them, in case of not being able to pass the validation in these attempts, the collaborator must complete the complete program.
 - **Face-to-face:** refers to training programs directed by a trainer (internal or external), where the employee previously receives an invitation, registers or confirms his/her attendance and finally attends a specific place to live the training process there with other people from the Company. Each program has defined times and reasons for which it is valid to cancel attendance at a training after having accepted the invitation, in order to manage the logistical elements associated with each of them in a timely manner.

- **Virtual Assisted:** refers to training programs directed by a trainer (internal or external), where the employee receives an invitation in advance and connects through a collaborative tool (Teams, Zoom, etc.) to virtually experience the training process with other people in the Company. Each program has defined times and reasons for which it is valid to cancel attendance at a training after having accepted the invitation, in order to manage the maximum and minimum quotas required to execute each program.
 - **Mixed:** programs that contain several training moments, including virtual and face-to-face or assisted virtual spaces.
 - **Training:** refers to the process that each employee goes through when they enter the Company or are promoted to a new position, where they have a training guide that integrates all the knowledge that they must acquire to achieve optimal performance of their position.
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- The assignment of each of the types of programs in the Learning Path is made taking into account the role that each person plays in the Company.
 - The Company has defined that the training that is part of the learning path of employees must be carried out within the working day, always in coordination with their leader. In addition, people on leave, vacations and disabilities may not be scheduled to attend training processes.
 - The Company has computer equipment available in some of its facilities to facilitate the realization of virtual programs and the connection to those under the Virtual Assisted modality.